

**CERTIFICATE OF APPROPRIATENESS APPLICATION
HISTORIC PRESERVATION COMMISSION
CITY OF JACKSON**

1. Date Submitted: _____

2. Location of Property _____
Street Address

City/State Zip Code Parcel Number

3. Historic Designation: (Please check one ☐ and write in the official name of the resource)

Historic District _____

Landmark _____

Landmark Site _____

4. Applicant: _____
Name Telephone Number

Street Address City/State Zip Code

Applicant Is: ☐ Owner ☐ Lessee ☐ Architect ☐ Contractor ☐ Other

5. Owner: _____
(If different from applicant) Telephone Number

Street Address City/State Zip Code

6. Type of Work: (Check one ☐)

_____ Exterior Alteration or Repair

_____ New Construction/Addition

_____ Relocation of Structure

_____ Other _____

_____ Demolition of Structure (Please check one of the following reasons for the request)

_____ The proposed replacement structure is more appropriate and compatible with the historic character of the district than the structure proposed for demolition.

_____ No economically viable use of the property will exist unless the application is approved.

_____ The structure poses an imminent threat to public health and safety.

As outlined in the “Demolition Policy for Jackson Landmarks, Landmark Sites, and Historic Districts,” applications must be accompanied by documentation that supports the applicant’s reason(s) for demolition.

7. Description of Proposed Work: If additional space is needed to outline proposed work, please attach a more detailed description. Specify the name of the architect or contractor if any.

8. Supporting Documentation: This application will be deemed incomplete if supporting documentation is not received. Ten (10) copies of plans, elevations, site plans and manufacturer's specifications must be submitted. The case will be pulled from the agenda and tabled until said documentation is received.

<input type="checkbox"/> Photographs	<input type="checkbox"/> Plans, Elevations, & Sections
<input type="checkbox"/> Material or Color Samples	<input type="checkbox"/> Site or Plot Plan
<input type="checkbox"/> Manufacturer's Specifications	<input type="checkbox"/> Other

9. *Application is hereby made for the issuance of a Certificate of Appropriateness under Section 70, Article III of the Jackson Code of Ordinances. By signing this application, I hereby acknowledge that the information contained herein or subsequently submitted is true and correct to my knowledge.*

Applicant's Signature: _____
Date

Owner's Signature: _____
Date

<p>Application Fee and Submittal: Return this application to City of Jackson, Historic Preservation, 200 S. President Street, P.O. Box 17, Jackson, MS 39205-0017 <u>with a non-refundable check for \$26.00 made payable to the City of Jackson.</u> Completed applications must be received by 5:00 p. m. on the deadline as outlined in the Certificate of Appropriateness Application Filing Dates schedule.</p>	<p>DATE RECEIVED</p> <p>CASE NUMBER _____ HPC DATE _____</p>
---	--

INSTRUCTIONS

Item No. 7: Description of Proposed Work: Include a detailed and **complete** summary of all **exterior** work including removal of trees, landscaping, fencing, swimming pools. This description provides the basis for the Historic Preservation Commission's subsequent decision and must clearly represent the scope of the proposed work. If additional space is needed, please attach additional sheets.

Item No. 8: Supporting Documentation: Additional items must be submitted with the application in order to fully explain the applicant's proposal. Check the box(es) on the application that best describe the supporting documentation submittal. Failure to provide adequate information will result in a rejected application and cause delay in the review process. The following items should be provided in a format that can easily be stored in standard files. Copies of information submitted with an application will be retained by the HPC. **Twelve (12) copies of applicable photographs, plans, elevations, section drawings, site plans, and related city permits should be submitted.**

A. Photographs: Persons proposing changes to the exterior of the structure, including construction of additions should submit current photographs of the exterior facades. The subject building should be shown in its entirety. Persons proposing new construction should submit photographs the site and of surrounding houses on this street. Persons proposing fencing or landscaping changes (including tree removal) should submit photos of the existing fence or landscaping (tree).

All photographs should be in color and of sufficient size and clarity to adequately convey the details of the structure(s). A close-up photograph should be provided of any architectural details involved in proposed changes.

B. Materials Samples: Small samples of replacement materials such as masonry, roofing, or metal should be submitted.

C. Plans, Elevations, Section Drawings: To scale elevations, plans, and sections are required for additions, new construction and changes to architectural features. The design and location of proposed changes, relationships to adjacent buildings, and sight lines from pedestrian levels for additions to a top floor or roof are required.

D. Site Plan: A "to scale" site plan is required showing the location of all existing and proposed buildings, fences, pools, and auxiliary buildings is required. Front, side, and rear setbacks should be shown.

E. Related City Permits: Verification of zoning variances or resolution of any outstanding issues with the City of Jackson should accompany the application if relevant.

F. Other: Any additional material (i.e. historical documentation) that the applicant deems appropriate may be submitted.

**APPLICATION FILING DEADLINES
CERTIFICATE OF APPROPRIATENESS**

JACKSON HISTORIC PRESERVATION COMMISSION

APPLICATION DEADLINE	1ST LEGAL ADS RUNS	JHPC MEETING DATE	APPEAL DEADLINE
April 19	April 25	May 10	May 24
May 18	May 30	June 14	June 28
June 21	June 27	July 12	July 26
July 19	July 25	August 9	August 23
August 23	August 29	September 13	September 27
September 20	September 26	October 11	October 25
October 18	October 24	November 8	November 22
November 15	November 28	December 13	December 27

Complete applications including supporting documentation must be filed on or before 12:00 noon on the above designated dates. Legal advertisements are submitted by the JHPC staff to the newspaper. Application will be deemed incomplete if supporting documentation is not received. The case will be pulled from the agenda and tabled until said documentation is received.

JHPC meetings are held at 12:00 noon in the Andrew Jackson Conference Room (Rm 105) of the Warren Hood Building, 200 S. President St., downtown Jackson. Dates and locations are subject to change. Call 601-960-2071 for confirmation prior to the hearing.

Contact Information

**City of Jackson, Mississippi
Jackson Historic Preservation Commission
200 S. President St.
P. O. Box 17
Jackson, MS 39205-0017**

**Phone: 601-960-2071
Fax: 601-960-2192**

**Staff: Mary Merck, Zoning Administrator E-Mail: mmerck@city.jackson.ms.us
Joseph Warnsley, Associate Planner: jwarnsley@city.jackson.ms.us
A. D. Bourne, Assistant Planner
Turkessa Robinson, Secretary: trobinson@city.jackson.ms.us**